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DD/S&T 1616-70

4 May 1970

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT : Reliability/Maintainability and Systems
Analysis/Cost Effectiveness Course

1. To improve R&D practices throughout the Agency I've encouraged several activities such as the development of a Project Officers Manual, courses in R&D contracting and, most recently, a two-part course for Project Officers directed toward refreshing or improving their capabilities in the areas of Reliability and Maintainability, and in Systems Analysis and Cost Effectiveness.

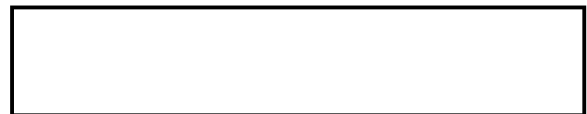
2. Officers attending this course from NPIC were:



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3. Would you please pass the enclosed certificates along to these attendees with my appreciation for their interest in improving their professional skills?

4. I plan to arrange for another presentation of these last courses in the Fall. Some modifications in the content and arrangements will be made to improve the courses based on suggestions from the attendees. I'd be very pleased to receive any ideas you may have about courses of this type or other actions which we might take to improve the R&D program.



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Carl E. Duckett
R&D Coordinator

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